



## Talent Acquisition Assistant (m/f/d) Team

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

### **Talent Acquisition Assistant (m/f/d) Team**

#### **Your future tasks and responsibilities:**

- Supporting candidates with any queries related to recruitment campaigns.
- Performing a pre-selection of candidates based on defined criteria.
- Arranging interviews and tests and accompanying applicants to tests and interviews.
- Remotely monitoring candidates during written exercises and tests.
- Processing recruitment related expenses.
- Closing recruitment campaigns and archiving the related documentation.
- Involvement in changes to the internal talent acquisition processes, including the suggestion of improvements to areas such as the candidate experience and processes.
- Various administrative tasks, e.g. scheduling meetings, organising divisional events and/or document management.

#### **Your Career Profile:**

- After having completed the relevant secretarial training or having obtained an academic degree plus qualification in Human Resources or Administration, you have already gained relevant work experience for this challenging position.
- You are proficient in the completion of administrative tasks such as documentation drafting and the processing of formal documentation, managing calendars and/or previous experience in the area of



recruitment / talent acquisition.

- With excellent English skills, you are able to communicate in a targeted manner in an international company.
- Ideally, you have previous training/experience with an Application Tracking System.
- You have experience and are up-to-date in dealing with the MS Office package (Word, Excel, PowerPoint and Outlook) and enjoy familiarizing yourself with new in-house programs.
- In addition to your technical expertise, you possess exceptional organizational talent and a high level of commitment.
- Your reliability, eye for detail and your team player mentality make you the right candidate for this vacancy.

### **Your professional future:**

- The successful candidate will be provided with a laptop free of charge, which shall be used also for remote working.
- The employer will also provide training on its relevant internal processes and IT Software for the performance of the tasks.

Please send us your application or questions via mail, quoting the following reference number:

Referenz-Nummer: 405560A17571

### **Ihr Kontakt:**

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